**Distinguished Lecture Series Committee Director**

The Distinguished Lecture Series Committee (DLS) is charged with a mission to present a diverse range of viewpoints from highly respected, prominent people who will both stimulate discussion and challenge current ideals and values. It should be the job of the DLS Director to create a truly diverse series of topics and ideas with speakers from different racial, cultural, ethnic, and gender backgrounds. The DLS committee strives to create programming that primarily focuses on a lecture series that hosts at least four lectures/year in Shannon Hall or Varsity Hall, targeted to reach the max capacity of those venues, along with other events. There is a summer commitment involved in pursuing and booking speakers.

**Director Duties:**

- Chair weekly meetings of the DLS Committee and the DLS leadership team, attend necessary weekly meetings including meeting with the DLS advisor, hold general office hours (typically 10 hours per week) to make yourself available as a resource to committee members, and participate in cooperative WUD Projects and Activities.
- Recruit, select, and train Associate Directors for your term of office. Actively search for ways to help better the leadership skills of Associate Directors.
- Work with the DLS leadership team, committee, and advisor to establish goals and procedures for programming as well as develop, communicate, and hold committee to vision and mission of programs.
- Provide overall direction for content of DLS programming to offer a presentation of diverse, innovative, and quality speaker events.
- Ensure coordination of details for each lecture, including promotion, dinners, receptions, etc.
- Program around each individual lecture as issues arise (examples include: additional lectures, discussions, films, or panels).
- Work with DLS advisor to become familiar with contracts, booking, budgeting, and general DLS and Wisconsin Union operations.
- Submit offers, negotiate with agents, and edit contracts for upcoming year's speakers.
- Each series is comprised of at least four main, high profile speakers along with possible additional speakers at the discretion of the DLS Director and as the budget allows. The four main speakers will be secured by the end of August each year.
- Coordinate with the McBurney Center to ensure lectures are accessible to the Deaf and hard of hearing.
- Educate committee members to ensure responsible programming. Acquaint committee members with resources and encourage them to utilize these materials in order to strengthen DLS's program and ensure continued development of DLS.
- Work with Associate Directors and committee members to delegate responsibilities for individual
programs and promotions.

- Assess and evaluate processes of the committee and individual programs. Solicit ideas, input, and opinions from both inside and outside sources regarding DLS’s programming.
- Oversee an ongoing nominations process for the following year's speakers.
- Foster growth and development of committee members, which includes pursuing trainings, workshops, and other opportunities for personal development.
- Oversee marketing and branding for the committee and all of its events to ensure DLS is adequately promoting all programs. Work with the Wisconsin Union’s Marketing Department and the Vice President of External Relations to promote each lecture and the series as a whole.
- Communicate with the Wisconsin Union’s public relations staff to discuss potential or current public response to DLS programs.
- Build a sense of community within DLS, working to directly involve the general members in the planning of committee programs, and develop a sustained and growing committee membership.
- Foster a comfortable, friendly, and open environment within the committee, where all members are able to share and discuss their thoughts and disagree in a civil manner.

Responsibilities to Directorate:

- Participate in weekly Directorate meetings, using officers and fellow directors as resources. Perform action items as required.
- Serve on a Union Council Advisory Board.
- Participate in annual WUD Fall Retreat (3 days in mid-August), facilitate AD training, and participate in additional leadership trainings as mandated by the officer team.
- Actively communicate with Union officers about needs and goals of committee.
- Increase campus presence by actively pursuing co-sponsorships within WUD and throughout the campus community.
- Promote Directorate committees and the organization at student fairs and other recruitment opportunities.
- Continue development and review of the DLS Director Transition materials as a mechanism for passing information to the incoming director that is relevant to the long-term policies, procedures, and mission of the committee.
- Ensure that all digital materials are stored on the Union’s share drive.

Term of Office: May – May, with active participation in trainings before term begins Academic Year: 20-25 hours per week

Remuneration

Academic Stipend - 60% of yearly in-state tuition based on previous year, distributed at the beginning of each semester(Benefits Policy PL3-14)

$50/month - Wiscard Amount (8 months)

Lifetime Union Membership

See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors

Last updated: 12-6-19